



Believe, Succeed, Together

Admission Arrangements

Published Admission Number (PAN)

The PAN or admission limit is **220** pupils for the academic year **2025-26**.

If the number of applications for places at the Academy is **within** the PAN (undersubscribed), then the Academy will admit all pupils who apply.

If the number of applications for places at the Academy **exceed** the PAN, (oversubscribed), the following criteria will be applied, in priority order, to determine which children will be admitted:

Admissions Criteria

1. Looked after children and children who were previously looked after.
2. Pupils who have a sibling on roll at the Academy at the time of application.
3. Selective admission (aptitude).
4. Children living inside the Academy's catchment area.
5. Children of staff employed by the Academy.
6. Children living outside the Academy's catchment area.

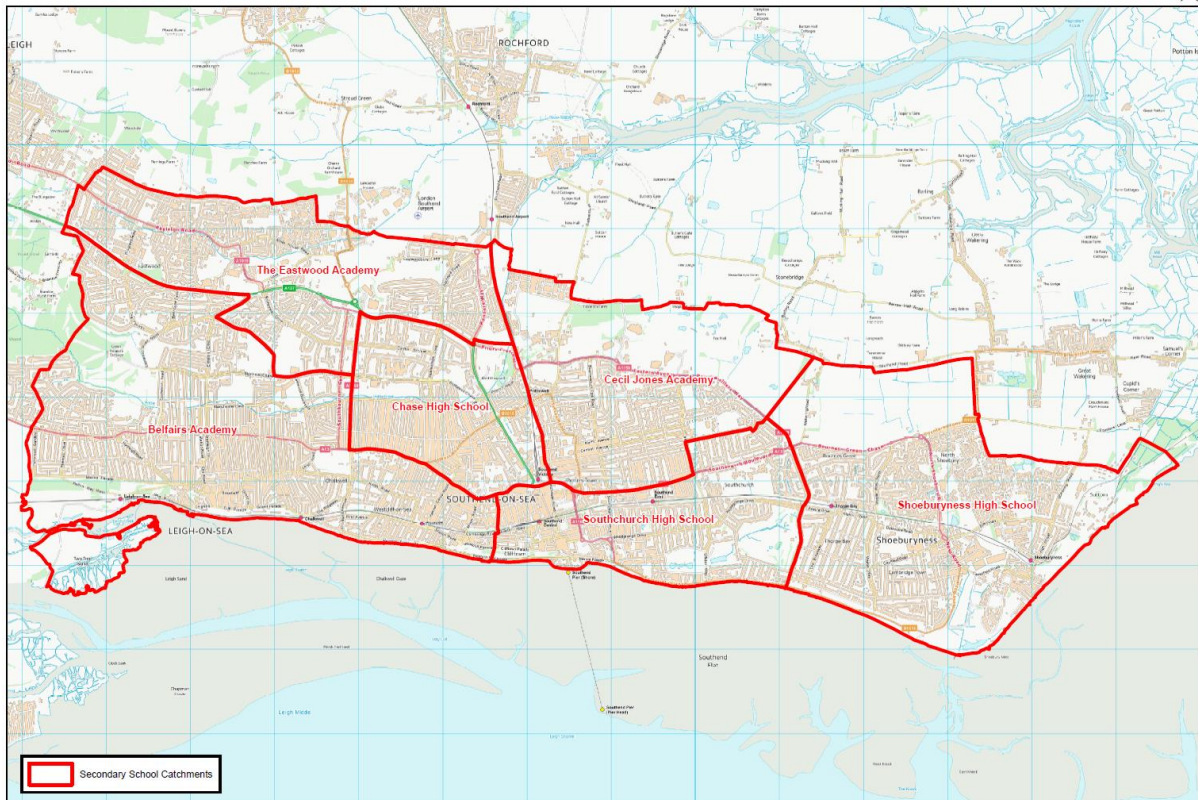
Children with an EHCP

Children with an EHCP follow a different process for admission. If the Academy is named in the EHCP, it must admit the child.

Click here for further information - Special Educational Needs and Disabilities (SEND) and [Local Offer](#)

Catchment Area

The Academy's catchment area covers Eastwood Park and St Lawrence ward, parts of Belfairs, Blenheim and Prittlewell wards. It is recommended that prospective parents check their postcodes on the directory run by the Council on [About school catchment areas – Southend-on-Sea City Council](#)



Selective Admission (Overview)

The Academy offers selective admission in respect to aptitude in **Sport** and **Performing Arts**.

The number of places available is 22 places in total. 11 places are assigned to Sport and 11 places assigned to Performing Arts.

Parents of children with an aptitude in these areas are invited to complete a Supplementary Information Form (SIF) for Sport and/or Performing Arts (refer to Appendix).

The SIF is in a Word format and can be downloaded and e-mailed to the Coordinator for Admissions, Admissions@eastwood.southend.sch.uk or posted to: **Admissions, The Eastwood Academy, Rayleigh Road, Leigh-on-Sea, Essex, SS9 5UU.**

Only the information requested on the SIF should be provided. Any additional information submitted will not be considered.

SIFs must be completed and returned to the Academy by the **1st September**. SIFs received after this date, will not be considered.

The SIF, in itself, is **not** an application form. Applicants still need to complete a Single Application Form (SAF) which is accessed via the Southend Borough Council website – www.southend.gov.uk.

Following completion of the SIF, applicants will be required to undertake an assessment of their aptitude (aptitude test).

Aptitude tests take place in September (dates will be published on the website and applicants will be notified). If the applicant is ill or injured on the day of the test, the Academy must be contacted, and an alternative day may be offered.

Following completion of the aptitude test, applicants will be informed, in writing, prior to 31st October, of their ranking in Sport and/or Performing Arts.

Selective Admission (Aptitude Tests)

Applicants can do **one** or **both** aptitude tests i.e. Sports and Performing Arts. The tests involve the following:

Performing Arts

Applicants will be required to take part in aptitude tests for either Music, Drama or Dance*. The tests will take the form of a short workshop and then an individual performance. The content of the aptitude tests is unseen, there is nothing to prepare in advance, and to ensure fairness, the content of the tests changes each year.

**Applicants can take the aptitude test in more than one discipline. In this instance, the highest mark will be used for their ranking.*

Performing Arts Aptitude Tests: Music (Instrumentalists)

Performing Arts applicants who wish to audition for aptitude in **music** are required to take part in a music workshop.

The first half of the workshop will include a variety of activities to assess candidates' aptitude for pulse, rhythm, and pitch. Applicants will be introduced to a stimulus which they will use to devise a short musical performance, in groups, using their chosen instrument. During the second part of the workshop, applicants will use the stimulus to devise a solo performance on their chosen instrument.

The following musical instruments will be provided: drum kit, acoustic guitar, electric guitar, and piano. If a candidate wishes to play another instrument not listed, they must bring this in with them. Please note, candidates should not bring any sheet music with them and nothing should be prepared in advance.

Performing Arts Aptitude Tests: Music (Vocalists)

Performing Arts applicants who wish to audition for aptitude in **singing** are required to take part in a vocal workshop.

The first half of the workshop will include a variety of activities to assess candidates' aptitude for pulse, rhythm, and pitch. Applicants will then be introduced to a stimulus and will be taught a short section of a song (relevant to the stimulus). Applicants will be provided with the lyrics. Applicants will then perform the song, solo, adding their own ideas and style.

Performing Arts Aptitude Tests: Drama

Performing Arts applicants who wish to audition for aptitude in **Drama** are required to take part in a Drama workshop.

The first half of the workshop will include a variety of activities to assess candidates' aptitude in appropriate physical and/or vocal skills. Applicants will then be introduced to a stimulus which they will use to devise a short performance in small groups. Following this, applicants will then devise a solo performance, either using ideas from the stimulus, or in the form of a monologue (monologue will be provided). This will then be performed to the assessors who will look for evidence of engagement with the stimulus material or script, creativity, and expression.

Performing Arts Aptitude Tests: Dance

Performing Arts applicants who wish to audition for aptitude in **Dance** are required to take part in a dance workshop.

The first half of the workshop will include a variety of activities to assess candidates' aptitude in movement. Applicants will be taught a short section of a routine and then asked to perform it back. Candidates will then work in small groups to develop and choreograph their own ideas for the next part of the dance, which will then be performed to the assessors. During the second part of the workshop, applicants will be working individually and will be introduced to a stimulus which they will use to create a solo performance in their chosen genre or style.

For each of the above tests applicants will receive a total score from 0 -100.

Applicants will then be **ranked** according to their score. The 11 applicants with the highest rank, will be offered a place. If an applicant with a rank within the 11 places available does not take up a place, the place is awarded to the next highest ranked applicant. Where there is more than one applicant with the same score, the ranked position for these applicants is determined by **random allocation**

Sports

Applicants are required to take part in a games-related warm-up and then be assessed in the following five sport-related components of fitness.

Area	Test	Test Administration	Attempts
Agility	Zig-Zag Ball Run	The applicant will complete a zigzag, diagonal run set out by markers, whilst simultaneously dribbling a basketball.	(1 x practice) 1
Power	Ball Throw	The applicant will throw a rounders ball as far as they can. The distance of that throw will be recorded.	3 (best effort scored)
Speed	50m Dash	The applicant will be timed over a 50-metre straight line sprint.	1
Power	Standing Long Jump	The applicant will complete a two footed standing long jump with the distance measured from the closest heel position to the starting point.	3 (best effort scored)
Cardiovascular Fitness	Bleep Test	Markers are placed 20 metres apart and applicants must run in between the markers in time with the bleeps. As the test continues, the time between bleeps is reduced. Should an applicant fail to make the marker in time with the bleep, they will be given a warning. The applicant is removed from the test on the 3 rd consecutive warning.	1

Applicants will be assessed on a scale of 0-20 for each activity using matrices i.e. separate matrices Male and Female. Each applicant will receive a total score from 0 -100.

Applicants will then be **ranked** according to their score. The 11 applicants with the highest rank, will be offered a place. If an applicant with a rank within the 11 places available does not take up a place, the place is awarded to the next highest ranked applicant. Where there is more than one applicant with the same score, the ranked position for these applicants is determined by **random allocation**.

Random Allocation

In the case of oversubscription in any one criterion (with the exception of criterion 3) places are allocated **randomly**.

The principle behind random allocation, in the context of oversubscription in any one criterion, is that it provides all applicants with an **equal** chance of obtaining a place.

The random allocation process is organised by the Vice Principal using computer software (the random number function in Excel) and supervised by an individual independent of the Academy.

In the case of criterion 3, applicants are ranked according to their aptitude. The 11 applicants with the highest rank in Sport and Performing Arts are offered a place. If an applicant with a rank within the 11 places available does not take up their place (in either Sport or Performing Arts), the place is awarded to the next highest ranked applicant. Where there is more than one applicant with the same score, the ranked position for these applicants is determined by **random allocation**. On each occasion where one of the 11 places is not taken up, and where there is more than one applicant with the same score, random allocation is applied.

Over and Underage Applications

For admissions into Year 7, an applicant is 'underage' if he or she will be under 11 years of age on 31st August immediately prior to admission in September.

The Academy will support any over or underage application where the Academy is satisfied that the child should continue to be educated out of the normal age group.

The process for requesting admissions for children outside their normal age group is as follows:

Parents should address their request in writing to **Admissions, The Eastwood Academy, Rayleigh Road, Leigh-on-Sea, Essex, SS9 5UU** or e-mail Admissions@eastwood.southend.sch.uk indicating the reasons for their request with any relevant supporting evidence. The Academy will then make a decision based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parents' views; information about the child's academic, social and emotional development; where relevant their medical history and the views of a medical professional; whether they have been previously educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Where a request for an out of age group admission is agreed, meaning that the child could be admitted to Year 7, such an application will be processed as part of the main admissions round unless the parental request is made too late for this to be possible, and on the basis of the determined admissions arrangements only, including the application of oversubscription criteria where applicable.

Parents have a statutory right of appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not their preferred age group.

A parent cannot appeal against refusal of an 'out of normal age group' application.

Applications at the normal transition point should be made through – [SBC Admissions](#)

In-year applications should be made through the Academy – [In-Year Admissions](#)

Waiting Lists

Where the Academy receives more applications than there are places available, a waiting list will be created. In line with paragraph 2.14 of the *School Admissions Code*, children will remain on the waiting list until 31st December. If parents wish for their child to remain on the waiting list after 31st December, they will need to inform the Academy in writing or complete an in-year application.

A child's position on the waiting list is determined solely in accordance with the admissions criteria. Excluding criterion 3 (refer to the paragraph below), if a place becomes available, it is offered to the child who is ranked highest in the admissions criteria. Where there is more than one child in the highest ranked criterion, random allocation is applied. Random allocation is applied **every** time a place becomes available, unless there is only one child in the highest ranked criterion, in which case a place is offered to the child.

Since there is a cap on the selective admissions (aptitude) of a maximum of 22 pupils, a child on the Sport or Performing Arts waiting list under criterion 3 would only be offered a place under the following circumstances:

- a) Where there were no children on the waiting list under criterion 1 or 2, in priority order; **and**
- b) Where a place becomes available as a result of a child leaving the Academy who initially (at the normal transition point) obtained a place through the **relevant test** within criterion 3 i.e. Sport or Performing Arts.

Children on the waiting lists under criterion 3 will be ranked according to their score. The highest ranked child for the particular aptitude for which a place had become available would be offered a place. Where there is more than one child with the same score, the ranked position for these children is determined by random allocation.

Appeals

All applicants refused a place have a right of appeal to an Independent Appeal panel (IAP) constituted and operated in accordance with the *School Admission Appeals Code*.

The timetable for the appeals process for 2025-26 will be published on the website by 28 February.

With applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals. Further details are provided in the outcome letter on offer day.

The *School Admission Appeal Code* prescribes that applicants are entitled to one appeal per academic year per school. Therefore, the decision of the IAP applies to the whole of the academic year for those children changing schools in September and the remainder of the academic year in all other cases. However, if there has been a material change of circumstances since the appeal an applicant can apply again and, if the Academy agrees that there has been a material change of circumstances but still fails to offer a place, that applicant would be permitted a second appeal.

Applications where more than one adult share parental responsibility

The Council, under the terms of the coordinated scheme handle such matters and details can be found in the Secondary Admissions Booklet available on www.southend.gov.uk/admissions

In-Year Admissions

In-year arrangements are published on the website by 31st August - [In-Year Admissions](#).

Any application for a school place made on or after the first day of the academic year will be considered as an in-year application.

As permitted by law, parents can make an application at any time, to any school, outside the normal admission cycle. If a place is available, it will be offered. Where a place is not available, the applicant will be refused and added to the waiting list. Waiting lists close on 31st December of any given year. New waiting lists will remain open until 31st August. Waiting lists from previous years are not rolled over to the following academic year - parents are required to make a new application.

To apply for a Year 7 school place after the normal admission cycle, or for admission into Years 8-11, parents will need to complete an [In-Year Application Form](#) which is available from the website – [In-Year Admissions](#).

Applications in the current school year are processed within a maximum of 15 school days.

As required by the *School Admissions Code*, parents will be notified within 10 school days of the outcome of their application and will be sent a written outcome, with a reminder of the right of appeal, within 15 school days.

All In-year applications and the outcome are reported to the Local Authority within two days.

Unsuccessful applicants have the right to appeal to an Independent Appeal Panel (IAP). In such instances, parents should e-mail admissions@eastwood.southend.sch.uk Appeals must be lodged within 20 school days of the date of the outcome letter.

For applications for in year admissions, appeals must be heard within 30 school days of the appeal being lodged.

For office use – statutory process: The School Admissions Code	
November – December 2023	Formal Public consultation window
February 2024	Determination of Admission Arrangements
28 th February 2024	Determined Admission Arrangements sent to the LA. All schools publish Determined admission arrangements on school website LA publish composite prospectus.
7 th - 15 th March 2024	
15 th March – 15 th May 2024	Window for Objections to the School Adjudicator
14 th September 2024	Final arrangements for 2025 published in the Secondary booklet

Definitions

Term	Definition
<p>Looked after children and children who were previously looked after</p>	<p>Pupils in public care and children that were previously in public care including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.</p> <p>A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.</p> <p>A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.</p> <p>This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).</p> <p>Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.</p> <p>Refer to section 14A of the Children Act 1989 which defines a 'special Guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).</p>
<p>Children with Education, Health and Care Plans (EHCPs)</p>	<p>An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education, health and social care provision required for that child. All children whose statement of special educational needs (SEND) or Education, Health and Care (EHC) plan names the school must be admitted. Children with a statement or a plan will follow a different process for admission.</p>
<p>Children who have a sibling on roll at the Academy at the time of application</p>	<p>By definition, a sibling is a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. The 'same house' is considered to be the address at which the child resides on a permanent basis. Where a child lives with parents with shared parental responsibility, each for part of a week, if the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week. If it is claimed that a child spends an equal amount of time at separate addresses during the school week, the parents will need to provide a signed affidavit, medical registration certificate or other legal document to confirm the child's usual place of residence.</p> <p>During the process for the main transfer to Year 7 (normal transition point), in order to keep family members together, the children i.e. family members will be grouped together in the randomization process. In the unusual situation where the process 'cut off' point falls between siblings of multiple birth the additional pupil will be offered above the admission limit.</p> <p>Admission over number to keep siblings of multiple births together does not apply to places under 'selective/aptitude' as those applications are based wholly on the results of the assessment.</p>
<p>Selective Admission (Aptitude)</p>	<p>Children are granted selective admission (in respect to their aptitude in Sport and/or Performing Arts) up to a limit of 10%. Parents of children with an aptitude in these areas are invited to complete a Supplementary Information Form (SIF)</p>

	and the children will be required to undertake an assessment of their aptitude (aptitude test).
Children of Staff	<p>Children will be ranked in this admission criteria if they are children of staff at the school under the following circumstances:</p> <p>a) Where the member of teaching staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or:</p> <p>b) The member of staff is recruited to fill a vacant post for which there is a demonstrable specialist skill shortage and</p> <p>c) The member of staff must be working at the school at the time of application and expected to continue with their employment at the school during the application and allocation process.</p>



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**Supplementary Information Form (SIF)
September 2025 Entry**

Child Details			
Surname:	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> PHOTO </div>		
Forename:			
Date of Birth:			
Gender:			
Parent Details			
Mr, Mrs, Miss, Ms Surname:	Forename:	Telephone:	
Address (including postcode):			
Email:			
Aptitude			
(Place a X in one or both boxes) <i>Applicants can apply and sit aptitude tests in both Sport and Performing Arts. If choosing Performing Arts, please indicate which specialism(s) they wish to apply for.</i>			
Sport		Performing Arts	
		Music - Instrumentalists	
		Music - Vocalists	
		Drama	
		Dance	

<p>Please return this completed from by 1st September 2024</p>	<p>Admissions The Eastwood Academy, Rayleigh Road Leigh-on-Sea, Essex, SS9 5UU Admissions@eastwood.southend.sch.uk</p>
<p>Declaration</p>	
<p>I confirm, to the best of my knowledge, that the information contained in this SIF is correct.</p>	
<p>Signed:</p>	<p>Date:</p>